

State of Hawaii
Department of Public Safety
Hawaii Paroling Authority

April 28, 2006

ADDENDUM A
TO
RFP No. PSD 06-HPA-30
FOR
PRE-EMPLOYMENT, JOB DEVELOPMENT, AND JOB
PLACEMENT SERVICES FOR PAROLEES ON THE
ISLAND OF OAHU

The Proposal Due Date is changed:

FROM: MAY 1, 2006
TO: MAY 15, 2006

Proposals must be postmarked by the US mail before midnight on **MAY 15, 2006**, or hand delivered by **4:30 P.M., Hawaii Standard Time (HST)**, at the drop-off sites that are designated on the Proposal Mail-in and Delivery Information Sheet.

Proposals postmarked after midnight on **MAY 15, 2006** or hand delivered after **4:30 P.M., H.S.T.** on **MAY 15, 2006**, will not be considered and will be late returned to the applicant. There are no exceptions to this requirement.

All mail-ins must be postmarked by United States Postal Service (USPS) no later than **May 15, 2006**, and received by the state purchasing agency no later than ten (10) calendar days from the submittal deadline.

The following changes is made:

1. Page 2-4, III.A.8.

FROM: Upon acceptance to the applicant's program, parole officers shall **openly communicate** with the referring parole officer. Upon acceptance to the program, immediately notify the parole officer of lack of compliance/termination or completion of applicant's program.

TO: Upon acceptance to the applicant's program, **program staff** shall **openly communicate** with the referring parole officer. Upon acceptance

to the program, immediately notify the parole officer of lack of compliance/termination or completion of applicant's program.

Question 2: If my supervisor has had the minimum three years of dealing with parolees, probationers or criminal offenders but the rest of the staff has not had this experience, would the counselors that would be working with the parolees still be eligible as part of the experience section?

Response: For those applicants that do not meet the five (5) year experience (three of the five years shall be experience in dealing with parolees, probationer & criminal offenders) requirement in job development, employment counseling, employer relations and coordination of services for parolees, an exception can be made. The request for an exception shall include at a minimum, the discussion of the following:

- The reasons why the exception is being requested (i.e. the reasons why the organization does not meet the five (5) year experience requirement, the service for which funds are being requested is a new service, etc.)
- The qualification and experience of the organization in providing services for other related state programs in the past.
- A description of the activities performed to date, and accompanying statistical data

HPA would like to see **any** relevant education and certificates for employees who who deal directly with parolees (page 2-4, B, 1 of the RFP).

Question 3: My supervisor would be considered the applicant for this RFP. Would any training be available to those that have not worked with parolees before?

Response: At present, HPA does not offer any training to those that have not work with parolees. HPA could possibly offer training in the future.

Question 4. Regarding job coaching, would you know the percentage of parolees that would need this assistance?

Response: We do not know the percentage of parolees that would need job coaching. It seems as though the majority of the parolees would need assistance in job coaching since they have been in prison.

Question 5: What would be their functioning levels, meaning the lower the functioning, the more job coaching assistance the parolee would need? Would most be high functioning with some issues regarding substance abuse?

Response: The state can not respond to this question. No definition of functioning level is given by the applicant.

Question 6: How will the parolees be referred to the program?

Response: The parolees will be referred to the program by their parole officer. The parole officer will complete a referral form to the vendor. Referral forms to vendors usually have the following information: parolee's SID#, DOB, Address, Phone #, Offenses on Parole, if substance abuse was used in the past 6 months, date of last known use, type of substance abuse used, name of referring parole officer & contact #, approval.

Question 7: Will any information on the parolee be submitted to the agency prior to their initial meeting?

Response: Agency should have a copy of the referral form from HPA prior to parolee being referred.

Question 8: Could you please clarify the requirements for licensing and credentialing that are referenced on 2-4, B, 1 and again on 3-3, III, A,1?

Response: The licensing and credentialing that we referenced to on 2-4, B, 1 and on 3-3, III, A, 1 is in regards to potential vendors showing education (i.e. college degree), certificates (i.e. specialized training directed in dealing w/parolee population) of their employees' (who work directly w/parolees) experience in working w/the parolee population.

Question 9: Per our discussion at the information meeting, could you please offer some guidance on where and how to allocate a small amount of the contract funds on items such as bus passes, state ID's, shoes needed for employment such as steel toe work boots? It would be ideal if we could apply some of the funds for client services as needed. We would appreciate clarification on how to address this issue in our proposal.

Response: This RFP is to purchase SERVICES and NOT goods .

All other terms and conditions remain unchanged.

Frank J. Lopez, Interim Director